

Mabank Junior High School
Student Handbook
2011 - 2012
822 West Mason
Mabank, TX 75147
903-880-1670
www.mabankisd.net



Dr. Darin Jolly
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Principal
Assistant Principal
Secretary
Receptionist
Registrar/Attendance/PEIMS
Counselor
Nurse

Mabank Independent School District Mission Statement

The mission of Mabank Independent School District is to provide a comprehensive, innovative educational program preparing individuals to be successful, responsible citizens.

Mabank ISD Administration

Russell D. Marshall, Ed.D.
Linda K. McKee
Scott Adams
Dena Mojica
Tina Tompkins
Jimmy Cantrell
Jeff Dubose
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Liz Lovell
Terry Bates
Hunter Fisher

Superintendent
Assistant Superintendent
Assistant Superintendent
Curriculum Director
Special Programs Director
Director of Athletics
Director of Fine Arts
PEIMS/Technology Director
Food Service Director
Transportation Director
Maintenance Director

Mabank Junior High School: *Where Caring Happens!!!*

Through a strong partnership with the home, community, and school, we will provide an education that includes the needs of the whole student, understanding that all students can learn.

Statement of Non-Discrimination

Mabank Independent School District does not discriminate on the basis of color, national origin, age, sex, or disability in its employment, practices, activities and programs.

Age Act Coordinator: Assistant Superintendent, 903-880-1305, 310 E. Market St, Mabank, TX.

El distrito independiente de la escuela de Mabank no discrimina en base de la raza, del color, del origen nacional, de la edad, del sexo, o de la inhabilidad en su empleo, practicas, actividades y programas.

Dear Parents and Students,

Hello and welcome to Mabank Junior High School. We hope that this school year will be the best one that all of us have ever had. Together, we will develop, enrich, grow, and succeed in our endeavors to be the best that we can possibly become.

Mabank Junior High School offers each and every student the opportunity on a daily basis to learn in a safe and positive environment where our concern is meeting the needs of each student. We value the time that is spent developing the relationships between our students, parents, and the school. By surrounding our students with caring adults and teaching them a rigorous curriculum, our students will be prepared to be successful in whatever path they take in life.

We would like to encourage parents to take an active role in their child's education by visiting the classrooms, communicating with the school any information that is relevant to the child's education, monitoring the grades and attendance of their children, and to encourage involvement with our extra-curricular activities.

It is our sincere desire for your child to have the best school year possible.

Sincerely,

Darin Jolly, Ed.D.
Principal

MABANK JUNIOR HIGH DAILY BELL SCHEDULE

DAILY SCHEDULE

The eight – period instructional day for Mabank Junior High School students begins at 8:00 a.m. and ends at 3:15 p.m. School personnel are not on duty to supervise students before 7:30 a.m. or after 3:45 p.m. For safety reasons, students should not be left on campus outside of these times unless participating in an extracurricular program, attending tutorials, or serving detentions.

PLEASE BE PUNCTUAL

The instructional day begins at 8:00 a.m. If a student is not in the assigned classroom by this time, the student must report to the attendance office for an admit slip. Students late to school in the morning are subject to an automatic lunch detention the same school day. Students are subject to the following consequences each grading period of the school year for tardies. *Excessive tardies can be treated as absences of days or parts of days. (See tardy policy, page 30)*

DRESS AND GROOMING

The district's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. Students who violate the dress code will be sent to the principal or designee for disciplinary action. Regulations and guidelines are intended to be general and may not cover all problems that may arise.

I. GENERAL GUIDELINES

- A. All students are to practice personal hygiene.
- B. Each year new fads appear on campus. Any "fad" that develops into a nuisance or distracts from the purpose, spirit or dignity of Mabank Schools will not be permitted.
- C. Uniforms of an organization other than school-sponsored organizations must meet the dress code.
- D. Clothing, accessories, or styles that solicit racial discord (i.e. confederate flags, bandanas), or promote gang-related activity are not permitted.
- E. Clothing, accessories, or styles that might create a distraction from the learning process are not permitted.

II. HAIR

- A. Students are expected to keep their hair neat, well groomed, and out of their faces.
- B. Hair may not be "spiked", have designs shaved next to the scalp, or be dyed/bleached an unnatural hair color. No Mohawks or Fauxhawks.
- C. Boys' hair length is not to extend below the base of the neck nor below the middle of the ear. No student may wear bangs that extend below the eyebrows. Boys may not wear ponytails or rat-tails.
- D. Sideburns must be neatly trimmed and cannot extend below the bottom of the ear.
- E. Faces must be clean-shaven. No facial hair is permitted.

III. CLOTHING

- A. All clothing must be clean and free of holes or tears. All repair work should be neatly patched, on the exterior of the clothing. No clothing should be tattered, ripped, or torn.
- B. All shirts must be buttoned four inches from the collar unless appropriate shirt is worn underneath.
- C. All shirts must be a reasonable length (to be determined by campus administration) or must be tucked into the waistband.
- D. Undershirts are not acceptable as outerwear. Tank tops or spaghetti strap shirts are acceptable when worn with a sleeved shirt over or under it.
- E. Students must wear undergarments. Undergarments are not to be exposed.
- F. Girls may not wear see-through blouses unless worn with a camisole. Boys may not wear see-through shirts unless worn with an undershirt.
- G. No halters, tube tops, crop tops, backless or low-cut, or shimmer shirts are permitted. **No flesh may show when hands are raised.** No Cleavage will be allowed.
- H. Mini skirts are not allowed.
- I. Students may wear shorts/skirts hemmed to a length that is in good taste as defined by campus administration. Acceptable length of shorts/skirts is defined as reaching mid-thigh between the top of the thigh and the top of the knee. No short-shorts are permitted.
- J. The waistband of pants and shorts must be worn at the waist. The hems of pants may not touch the floor. Wire ties or string will be used to tighten pants if no belt is worn.
- K. No skintight clothing such as dancewear, leotards, or biker shorts are permitted unless worn as a layer under other acceptable clothing.
- L. Stylish jogging suits including gray are acceptable (no P.E. clothing or athletic-issued sweat suits except as approved by campus administration.) Pajama-like clothing is not permitted.
- M. Shoes must be worn at all times. No steel or rubber cleats may be worn inside the building. No house shoes (slippers) are permitted.

IV. ACCESSORIES

- A. No head coverings of any kind, including but not limited to hats, caps, or bandanas. No sunglasses may be worn inside the school building.
- B. Jewelry and clothing which display vulgar, suggestive words or pictures are not acceptable. Logos advertising drugs, violence, alcohol or tobacco products are not permitted.
- C. No body piercing is allowed. Pierced earrings may only be worn by girls.
- D. Skin decorations including permanent or temporary body tattoos, symbols, words, etc. may not be exposed. They must be covered at all times including physical education classes and athletics.
- E. No accessories may be worn that could be used as a weapon including, but not limited to wallet chains and/or choke chains.
- F. Boys may not wear finger or toe nail polish.

The Student Dress Code is approved by the Mabank ISD Board of Trustees and is based on the recommendations from a committee of parents, teachers and students. ALL STAFF MEMBERS ARE RESPONSIBLE FOR ENFORCING THE DRESS CODE. FIRST PERIOD TEACHERS ARE TO CHECK FOR DRESS CODE VIOLATIONS THE BEGINNING OF EACH DAY.

STUDENT CODE OF CONDUCT

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. The schools will foster a climate of mutual respect for the rights of others. Students are expected to respect the rights and privileges of other students, teachers, and District staff. The District's rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate the rights of others or who violate District or school rules will be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to their responsibilities as citizens in the school community.

DISCIPLINE

Students in Mabank Junior High School are responsible for conducting themselves in a manner appropriate to their age and level of maturity.

Responsibilities for achieving a positive learning environment at school or school-related activities include:

1. Attending all classes, regularly and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Being appropriately dressed and groomed.
4. Obeying directives from school personnel or school policies, rules and regulations.
5. Behaving in a responsible manner.
6. Paying required fees and fines, unless these are waived.
7. Obeying school policies and regulations regarding conduct on school buses.
8. Obeying all school rules, including safety rules.
9. Seeking change in school policies and regulations in an orderly and responsible manner, and through appropriate channels.
10. Cooperating with district staff in investigation of disciplinary cases and volunteering known information relating to a serious offense.

The principal or other appropriate administrator will be authorized to consider the circumstances of each disciplinary situation, including the following factors:

1. The seriousness of the offense.
2. The student's age.
3. The frequency of misconduct.
4. The student's attitude.
5. The potential effect of the misconduct on the school environment.

Mabank Independent School District has authority over a student during the regular school day and while going to and from school on District transportation. This jurisdiction includes any activity during the school day on school grounds, attendance at any school-related activity, regardless of time or location, and any school-related misconduct, regardless of time or location. The District's Student Code of Conduct applies to all school-sponsored and school-related activities, on or off campus. Students who violate these rules will be subject to disciplinary action and, when appropriate, will be referred to legal authorities for criminal prosecution for violations of law.

REMOVAL OF STUDENT FROM CLASSROOM BY TEACHER

A teacher MAY remove from class a student:

1. If documented by the teacher to repeatedly interfere with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn; or
2. Whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.
3. Upon removal of the student, the principal must schedule a removal conference within three (3) class days.

Following a teacher removal the principal may place the student:

1. In another appropriate classroom.
2. In in-school suspension.
3. Into an Alternative Education Program (DAEP).
4. In off-campus suspension.

The student may be returned to the original class only:

1. By teacher consent, or;
2. By the Placement Review Committee (PRC).

The terms of the removal shall prohibit the student from attending or participating in school-sponsored or school-related activity during the removal period.

A teacher SHALL remove from class and send to the principal a student who engages in conduct identified for placement in alternative education program or expulsion.

CORPORAL PUNISHMENT

Corporal punishment is limited to spanking or paddling the student, and is governed by the following guidelines:

1. The student is told the reason for the corporal punishment.
2. Corporal punishment may be administered by the principal or assistant principals.
3. The instrument to be used will be approved by the principal.
4. Corporal punishment shall be administered in the presence of one other District professional employee and out of view of other students.
5. A record will be maintained of each instance of corporal punishment.

PLACEMENT OF STUDENTS WITH DISABILITIES

The placement of a student with a disability who receives special education services may be made only by a duly constituted Admission, Review, and Dismissal (ARD) committee for Alternative Education Programs (DAEP). A student with a disability who receives special education services may not be placed in alternative education programs solely for educational purposes if the student does not also meet the criteria for alternative placement in Section 37.006(a) or 37.007(a). Tex. Ed. Code Sec. 37.004.

IN SCHOOL SUSPENSION (ISS)

While a student is in ISS placement, the student is not allowed to participate in any extracurricular events. Students become eligible for extracurricular events at 3:15 on the day of their release from ISS. While a student is in ISS, the student will receive full credit for work completed.

Disciplinary Policies and Procedures

CLASSES OF MISCONDUCT

The Mabank Independent School District Discipline Management Program classifies student misconduct into six classes. Appropriate types of disciplinary techniques are listed for each class. Appeal procedures are also given.

CLASS I

Examples (not inclusive list):

1. Inappropriate behavior (not abusive, threatening, violent)
2. Tardiness
3. Violation of the dress code
4. Being in an unauthorized area
5. Leaving campus
6. Skip detention
7. Truancy
8. Public display of affection

Appropriate Disciplinary Actions

1. Counseling
2. Loss of privileges
3. Detentions (before school, after school, lunch)
4. In-school suspension (one to five days)
5. Saturday school
6. Corporal punishment
7. Peer mediation

Conference/Appeal Procedure:

The appeal of Class I decisions is exhausted at the campus principal level. In cases where the student is reassigned to in-school suspension, the parent will be notified as soon as is reasonably possible.

CLASS II

Examples (not inclusive list):

1. Persistent Class I offenses
2. Disrespect of school personnel and persons in authority
3. Hazing or harassment of students, Education Code 25.034 (a)
4. Possession or use of tobacco (possible citation from law enforcement)
5. Possession of matches, lighters, etc.
6. Use of profanity (possible citation from law enforcement)
7. Gang activity
8. Refusal to follow directive of school personnel (insubordination)
9. Threats - verbal or written

Appropriate Disciplinary Actions

1. Class I disciplinary techniques
2. In-school suspension (six to ten days)
3. Home suspension (one to three days)

Conference/Appeal Procedure:

In cases where the student is reassigned to a DAEP, in-school suspension or suspended, the parent will be notified as soon as is reasonably possible. Parents wishing to appeal decisions must follow the MISD complaint/appeal process. See p.8 of this handbook for more information.

CLASS III

Examples (not inclusive)

1. Persistent Class II offenses
2. Verbal abuse
3. Willful destruction of school or personal property and/or vandalism
4. Interference with school discipline or activities
5. Hazing - physical abuse (possible citation from law enforcement)
6. Sexual harassment (verbal and /or physical)
7. Racially, ethnically or culturally motivated inappropriate behavior
8. Theft (possible citation from law enforcement)
9. Possessing, distributing, or accessing pornographic materials in any media format
10. Possession of drug paraphernalia (possible citation from law enforcement)
11. Fighting/mutual combat (possible citation from law enforcement)
12. Assault - contact against someone other than a school District employee or volunteer. (Possible citation from law enforcement)
13. Fireworks

Appropriate Disciplinary Actions

1. In-school suspension (ten days or more)
2. Home suspension (one to three days)
3. Placement in DAEP

CLASS IV

Examples (not inclusive list):

1. Persistent Class III offenses
2. Weapon - not expellable
3. Threat against a school employee
4. Burglary of a motor vehicle on campus
5. Gives, delivers, possesses, uses or is under the influence of a simulated controlled substance
6. Gives or abuses over-the-counter or prescription medications, nutritional supplements, dietary supplements, etc. (may be considered a Class III offense at the discretion of the principal)
7. Deliberate destruction of or tampering with computer data or networks of the MISD
8. Death threat - verbal or written
9. Disruptive activity
10. Inappropriate sexual conduct
11. Gives, delivers, sells, possesses, uses or is under the influence of an alcoholic beverage
12. Abuse of volatile chemical
13. Public lewdness or indecent exposure
14. Retaliation against a school employee
15. Assault - bodily injury against someone other than a school district employee or volunteer
16. School related gang violence

Appropriate Disciplinary Actions

1. Mandatory DAEP

CLASS V - (MANDATORY DAEP DISCRETIONARY EXPULSION)

Examples (not inclusive list):

1. Serious or persistent misconduct violating the student code of conduct while assigned to an alternative education program
2. Bomb threat
3. Criminal mischief against student (expulsion is for felony offenses only)
4. Criminal mischief against staff (expulsion is for felony offenses only)
5. Terroristic threat against student
6. Terroristic threat against staff
7. Assault of a school district employee or volunteer
8. False alarm/false report
9. Selling or distributing marijuana, inhalants or dangerous drugs
10. Engages in deadly conduct (expulsion)

CLASS VI - (MANDATORY EXPULSION)

Examples (not inclusive list):

1. Felony retaliation against a school employee
2. Used, exhibited or possessed a firearm (expulsion is for one calendar year)
3. Used, exhibited or possessed an illegal knife
4. Used, exhibited or possessed an illegal club
5. Used, exhibited or possessed a prohibited weapon
6. Arson
7. Murder, capital murder, criminal attempt to commit murder or capital murder
8. Indecency with a child
9. Aggravated kidnapping
10. Aggravated assault against someone other than a school employee or volunteer
11. Aggravated assault against a school employee or volunteer
12. Sexual assault or aggravated sexual assault against someone other than a school employee or volunteer
13. Sexual assault or aggravated sexual assault against a school employee or a volunteer
14. Felony controlled substance violation
15. Felony alcohol violations
16. Aggravated robbery
17. Manslaughter
18. Criminally negligent homicide

GENERAL INFORMATION

ACADEMIC AWARDS

The Board of Trustees and employees of Mabank ISD encourage academic excellence for the students in Mabank ISD and feel that outstanding scholars should be recognized and rewarded.

ADMISSION OF NEW STUDENTS

Before a student may be officially admitted to Mabank schools, appropriate registration forms shall be completed and signed by the student's parent, legal guardian, or other person having lawful control.

The parent/guardian shall furnish to the District all of the following:

1. A copy of the student's birth certificate or another document suitable as proof of the student's identity; Social Security card; Proof of residency in the form of a current utility bill (water or electric) or official rent/lease agreement. *The student's legal last name must be used at all times.*
2. A copy of the student's records from the school the student most recently attended. Records required are a current report card or transcript and a withdrawal form.
3. A complete record proving that the student has all immunizations required by Education code 38.001, proof that the student is not required to be immunized, or proof that the student is entitled to provisional admission. [See FFAB (LEGAL)]
4. A copy of the parent's/guardian's driver's license or acceptable proof of identity.

Education Code 25.002

If the required documents and other records are not furnished to the District within 30 days after enrollment, the District shall notify the police department of the city or the sheriff's department of the county in which the District is located and request a determination of whether the child has been reported missing. Presenting a false document or false records for identification is a criminal offense under Penal Code 37.10 and enrolling the child under false documents makes the person liable for tuition or other cost obtained by the District for the period during which the ineligible student is enrolled.

The District may withdraw any student who ceases to be a resident or fails to provide complete immunization records or proof that immunizations have begun within 30 days of enrollment.

ASBESTOS MANAGEMENT PLAN

The district's Asbestos Management Plan designed to be in compliance with state and federal regulations addressing asbestos, is available in the Maintenance Director's office. If you have any questions please contact 903- 880-1337.

ASSEMBLIES

At all times the student's behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at any assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include, but not limited to, whistling, uncalled-for clapping, boisterousness, and talking during a program.

ATHLETICS

Athletics may be taken in lieu of physical education and, therefore, must be taken during the whole term. All students participating in athletics must have a Physical, Drug Testing Release Form, Emergency Card, and Parent Release Form on file. The school district does provide personal injury insurance but it is a secondary policy. If a child has continuous problems in academics, the student may be removed from athletics at the end of the first semester with Principal approval, provided that the schedule is not negatively impacted.

ATTENDANCE

In order for a student to receive perfect attendance at the secondary level they must not miss a class or be tardy.

In Texas, children between the ages of 6 and 18, depending on when the child's birthday falls, are required to attend school unless otherwise exempt by law. School employees investigate and report violations of the state compulsory attendance law. Section 25.086 of the Texas Education Code states: "A child who is required to attend school under this section shall attend school each school day for the entire period the program of instruction is provided. Unless specifically exempted by Section 25.086, a child who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached the child's 18th birthday shall attend school. On enrollment in prekindergarten or kindergarten, a child shall attend school. Unless specifically exempted by Section 25.086, a student enrolled in a school district must attend: (1) an extended-year program for which the student is eligible that is provided by the district for students identified as likely not to be promoted to the next grade level or tutorial classes required by the district under Section 29.084; (2) an accelerated reading instruction program to which the student is assigned under Section 28.006(g); (3) an accelerated instruction program to which the student is assigned

under Section 28.0211; (4) a basic skills program to which the student is assigned under Section 29.086; or (5) a summer program provided under Section 37.008(1) or Section 37.021.

Under Section 25.094 of the Texas Education Code a child can miss no more than 10 days or parts of days, which total 10 full days, within a six-month period, or three or more days or parts of days within a four-week period from school without consent of the parents. As parents or guardians are held legally responsible for the attendance of their children in public school, they may be taken to court. In accordance with Senate Bill 7, the student and each parent may be fined up to \$500.00 per unexcused absence after warning by the school or court order to cease those unexcused absences.

Regular and prompt attendance is urged and is necessary for all students to do their best work. In this, the earnest cooperation of the parents is requested. When a student is absent, the student is to bring a signed excuse from parent/guardian. Absences will not be considered excused on the basis of a telephone call. After three (3) consecutive absences or eight (8) total absences, a doctor's note will be required. In order for an absence to be credited as a visit to a doctor, dentist, hospital, etc., an official note must be submitted to the attendance office. If student attends school prior to, or after, a visit to a medical provider and provides an official medical note, that absence will be counted as a full day of attendance for purpose of determining state ADA and test exemptions. If a student fails to bring a note for absence, unexcused will appear on the admit slip. Anytime a student is found to be forging parent's/guardian's signature on "parental" notes, the excuse will be voided and disciplinary actions will be taken. Students must bring a note the day after their absence to change an unexcused absence to excused before the end of the school day. All students must check in and out through the attendance office. **Any student needing to leave campus due to illness or injury shall check out through the nurse's office, so that the nurse may contact the parents.** Only parent/guardian/administrator approval will be allowed for leaving campus. Students will not be admitted to class after an absence without an admit slip signed by attendance office personnel or an administrator.

A student who is in attendance for less than 90% of the available days a semester will receive no credit according to Senate Bill 7 on student attendance. An official letter will be sent to parent/guardian after student's attendance appears to be dropping below the 90% figure and/or unexcused absences exceed the state-established limits. In the event that the student's attendance drops below the 90% of the available days, the student should contact an Assistant Principal to arrange for Saturday School. Saturday school will be held in the Junior High School cafeteria from 8:00 a.m. to 2:00 p.m. ALL school policies will be followed during Saturday School. An attendance committee composed of four (4) teachers, the nurse, a counselor, and attendance personnel will review the attendance record and make final decision regarding the award or denial of credit.

Students absent from school have a one to one number of days to make up work. For example, any student who is absent three days will have three days to make up the missed work without grade penalty. Examples of unexcused absences are: missed bus, over-sleeping, alarm/electrical problems, car problems, vacations/trips out of town, or any other reason not considered an extenuating circumstance for an excused absence, and there will be no grade penalty for make up work.

EARLY SIGNOUT

Excessive early sign outs may be treated as absences of days or parts of days. Please make sure that your child attends the entire day of school so that he/she does not miss any instructional time. School hours are 8:00 a.m. to 3:15 p.m. Every effort must be taken to make sure a student attends the **entire** school day

AUDIO/VISUAL DEVICES

Use of game devices, disc players, tape players, radios, Ipods, MP3 players, lasers or any other audio or visual electronic device will not be allowed during the school day. If these items are in use during the school day, they will be taken up and held in the office until a parent/guardian picks them up and pays a required fee of \$15.00. The school is not liable for items that are stolen or lost at school, but the school will assist in the effort to locate such items. These devices are not recommended on school property or school buses.

BULLYING

Bullying occurs when a student or group of students directs written or verbal expressions or physical conduct against another student and the behavior results in harm to the student or the student's property, places a student in fear of physical harm or of damage to the student's property, or is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment.

The board has established policies and procedures to prohibit bullying and to respond to reports of bullying. Policy FFI(LOCAL).]

BENCHMARK TESTS

All core classes will give cumulative campus based assessments at the end of each grading period. In addition, two major benchmarks will be held – one in the fall semester and one in the spring semester.

CAFETERIA AND LUNCH TIME

A student's behavior in the cafeteria should be based on courtesy and cleanliness. This means leaving the area clean. Students may not cut in line, run, or play in the cafeteria. All food is to be eaten in the cafeteria. Students are to remain in the cafeteria or go to a designated supervised area during lunchtime.

CELL PHONES

A student is prohibited from using any paging device including cell phones during the instructional day (8:00 to 3:15). Usage is defined as receiving or transmitting messages or phone calls.

The principal or the principal's designee will:

1. Confiscate the paging device.
2. Charge the owner of the device, or the student's parent an administrative fee of \$15.00 before it is released to the parent.

CHANGING ADDRESS AND TELEPHONE NUMBERS

Students who change their residence, mailing address, or telephone number are required to report the change promptly to the school administration so that records may be corrected and kept current.

CHEATING/PLAGIARISM/ACADEMIC DISHONESTY

Plagiarism is the use of another person's original ideas or writing as one's own without giving credit to the true author. Plagiarism will be considered cheating and the student will be required to redo assignment or alternate assignment.

CHILDREN LEFT AT SCHOOL

If a child is still present at school one hour after the school day, extra-curricular event, or function has ended, a campus administrator or designee may contact the Mabank Police Department to report an abandoned child. Also, the student may lose privileges to future events.

CLUBS AND ORGANIZATIONS

Activities of the Junior High School are considered to be an integral part of the curriculum. These activities are designed to meet the varied interests of the student body. All students are encouraged to participate and take an active part in these activities. Student clubs and performing groups such as band, choir, drill and athletic teams may establish codes of conduct and consequences for misbehavior, that are stricter than those for students in general. The following clubs and organizations are well established and are open to those who are interested and qualify: National Junior Honor Society, Student Council, Leo Club, Spanish Club, Chess Club, Fellowship of Christian Athletes, and UIL Academics.

COMPLAINTS

If a student or parent has a complaint, he/she should first visit with the teacher to solve the problem. If the problem is not solved satisfactorily, then the student or parent may continue to Level 1 of Mabank ISD's complaint procedures. Please refer to *FNG Local Policy Online* for the legal explanation of these procedures. The district's website is www.mabankisd.net/ All complaint level conferences will be audiotaped.

Level 1

- A student/parent must request a conference with the principal within 15 days of the time that he/she knew of the complaint.
- The principal will confer with the student/parent within 7 days of the request.
- The principal has 7 days after the conference to respond.

If the problem is not solved satisfactorily after these steps have been completed, the student/parent can proceed to Level 2.

Level 2

- The student/parent may request a conference with the Superintendent or designee within 7 days after the conference, or within 7 days of response deadline.
- This request must be filed 7 days after receiving a response, or if no response was received, within 7 days of the response deadline.
- The Superintendent/designee will conference within 7 days after receiving the request.
- Prior to the conference, the student/parent must submit a written complaint that includes (1) the student's/parent's signed statement of the complaint, (2) evidence supporting the complaint, (3) the requested solution, and (4) the conference date with the principal.
- The Superintendent/designee will respond within 7 days after the conference. *If the problem is not solved satisfactorily after these steps have been completed, the student/parent can proceed to Level 3. A complaint packet can be obtained at the MISD Administrative Offices.*

Level 3

- If the conference is not satisfactory (or if the response time has expired), he/she may request in writing that the complaint be placed on the agenda of a future Board meeting.
- This request must be filed within 7 days after receiving a response, or if no response was received, within 7 days of the response deadline.
- The Superintendent will inform the student/parent of the date, time, and place of the meeting. The board will establish a reasonable time limit for complaints. The Board will audiotape the Level 3 complaint.
- The Board will hear the complaint and then give an oral or written decision by the end of the next regularly scheduled Board meeting.

If the complaint involves concerns regarding an employee, the Board shall hear the complaint in a closed meeting unless the employee requests a public hearing.

CONFERENCES

Teachers may request a conference: 1) if the student is not maintaining passing grades or achieving the expected level of performance, 2) if the student presents any other problem to the teacher, or 3) any other case the teacher considers necessary. A student or parent who wants information or wants to raise a question or concern should confer with the appropriate teacher, counselor, or principal. A parent who wishes to confer with a teacher should initiate communication with the teacher for an appointment during the teacher's conference/team period, or request that the teacher call the parent during a conference period or at another mutually convenient time. Campus email address and phone numbers are available through the www.mabankisd.net website or by contacting the school office directly at 903-880-1670. Please make every effort to comply with the MISD complaint procedure listed above in this handbook.

COUNSELING/GUIDANCE

Counselors are available to counsel with students about career choices, schoolwork, course selection, personal problems and higher education aspirations. Parents may call for appointments; normally, students may see the counselors by prearranged appointments. Parents who wish to confer with a counselor about their child should contact the office by phone and arrange a conference. The counselors urge parents to participate in helping the student and to work as a part of the team of student-parent-teacher-counselor.

DEMONSTRATIONS, PROTESTS, DISRUPTIONS

The district may pursue criminal charges and/or discipline against any person inciting, promoting or participating in a protest demonstration, disruption, riot, sit-in, walk-out, blocking of entrances, etc. Written materials, handbills, photographs, pictures, petitions, films, tapes or other visual or auditory materials may not be sold, circulated or distributed on any school campus without the approval of the principal. Violators shall be subject to disciplinary action.

DESTRUCTION OF PROPERTY

A student will be financially responsible for anything damaged, including textbooks, and disciplinary action will be taken.

DISTRIBUTION OF MATERIAL

All aspects of school-sponsored newspapers and/or yearbooks are completely under the supervision of the teacher and campus principal. Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, distributed, or posted on any school campus by a student or a non-student without the approval of the principal and in accordance with campus regulations. All material intended for distribution to students that is not under the district's editorial control must be submitted to the principal for review and approval. If the material is not approved within 24 hours of the time it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the material to the superintendent; if the material is not approved by the superintendent within three days, it is considered disapproved. This disapproval may be appealed to the board at its next regular meeting when the individual(s) will have a reasonable period of time to present an argument.

DRUG-FREE SCHOOLS

Mabank ISD believes that student use of alcohol and illicit drugs is both wrong and harmful. Students found to be in violation of district policy shall be disciplined accordingly. (See Disciplinary Policies and Procedures Plan for details)

When students commit drug and/or alcohol-related offenses, they may be referred to legal authority for criminal prosecution, in addition to school imposed discipline; and, may also be required to complete appropriate rehabilitation program.

Mabank ISD Board of Trustees has approved a drug testing program that utilizes both hair and urine tests for students in the following extra-curricular activities: athletics, band, drill team, and cheerleading. For more information regarding the MISD Drug Testing Policy contact policy coordinator.

*Steroids – Under state law, bodybuilding, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense. (Education Code 38.008)

DRUG TESTING PROGRAM FOR STUDENTS

A student who participates in athletics, band, choir, cheerleading and drill team programs shall be subject to a random mandatory student drug-testing program using urine or hair analysis. The district has identified that its students use many illegal drugs and alcohol in numbers greater than the state average as defined by the Texas Commission on Alcohol and Drug Abuse, in conjunction with the Public Policy Research Institute at Texas A & M University. Based on the information from students reported in the survey, a program of random testing was implemented beginning September 1, 1997. The district shall also increase its prevention programs for drug and alcohol abuse, beginning as early as elementary school. Testing shall be done in accordance with accepted practices and procedures as established by the drug-testing laboratory affiliated with the district. The testing parameters shall be set at industry-accepted standards as defined by the National Institute for Drug Abuse (NIDA). The district reserves the right to test for the following substances: alcohol, amphetamines, barbiturates, benzodiazepines, cocaine metabolite, marijuana, methadone, opiates, phencyclidine, propoxyphene, hallucinogens, steroids and all other illegal or addictive drugs. Sample urine or hair collections shall be made on a random basis as generated by the computer program. Student privacy shall be protected to the maximum extent possible during collection. Records of test results shall be kept confidential and provided only to District administrators and personnel responsible for administering the program. In order for a student to participate in the specified program representing the district, the parent/guardian must give permission for this testing to be conducted.

***Steroids** – Under state law, bodybuilding, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense. (Education Code 38.008)

ELECTRONIC COMMUNICATION AND DATA MANAGEMENT

The Superintendent or designee shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes.

Availability of Access

Access to the District's Electronic Communications System is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with District policies. (See DH, FNC, FNCJ, FO, and the Student Code of Conduct) Violations of law may result in criminal prosecution as well as disciplinary action by the District.

Acceptable Use

The Superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements, consistent with the purposes and mission of the District and with law and policy governing copyright. (See EFE)

Monitored Use

Electronic mail transmissions and other use of the electronic communications system by students and employees shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use for educational or administrative purposes.

Disclaimer of Liability

The District shall not be liable for user's inappropriate use of electronic communication resources or violations of copyright restrictions, user's mistakes, or negligence, or costs incurred by users. The District shall not be responsible for ensuring the accuracy or usability of any information found on the Internet.

ADMINISTRATIVE REGULATIONS FOR ELECTRONIC COMMUNICATION AND DATA MANAGEMENT

The District's system will be used only for administrative and educational purposes consistent with the District's mission and goals. Commercial use of the District's system is strictly prohibited.

Copyrighted software or data may not be placed on any system connected to the District's system without permission from the holder of the copyright. Only the owner(s) or individuals the owner specifically authorizes may upload copyrighted material to the system.

System Access

Any system user identified as a security risk or having violated District and/or campus computer-use guidelines may be denied access to the District's system.

Individual User Responsibilities

The following standards will apply to all users of the District's electronic information/communications systems:

- The individual in whose name a system accounts are issued will be responsible at all times for its proper use.
- The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy.
- System users may not use another person's system account without written permission from the campus administrator or District coordinator, as appropriate. System users must purge electronic mail in accordance with established retention guidelines.
- System users may redistribute copyrighted programs or data only with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee on accordance with applicable copyright laws, District policy, and administration regulations.
- System users may also download public domain programs for their own use or may non-commercially redistribute a public domain program. System users are responsible for determining whether a program is in the public domain.

Vandalism Prohibited

Any malicious attempt to harm or destroy District equipment or materials, data of another user of the District's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of District policy, and administrative regulations and, possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses.

Vandalism as defined above will result in the cancellation of system use privileges and will require restitution of costs associated with system restoration, hardware, or software costs.

Forgery Prohibited

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited. Attempts may lead to possible disciplinary action.

Information Content/Third Party Supplied Information

System users and parents of students with access to the District's system should be aware that use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable material.

A student knowingly bringing prohibited materials into the school's electronic environment will be subject to a suspension and/or a revocation of privilege on the District's system and will be subject to disciplinary action in accordance with the Student Code of Conduct.

Network Etiquette

System users are expected to observe the following network etiquette:

- Be polite. Never send, or encourage others to send, abusive messages.
- Use appropriate language. Remember that you are representative of your school and district on a non-private system. You may be alone with your computer, but what you say and do can be viewed globally. Swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language is prohibited. Any data, or communication placed on district equipment will become the property of Mabank ISD.

Electronic Mail. Never assume electronic mail is private. Messages relating to or in support of illegal activities must be reported to the authorities. Pretending to be someone else when sending/receiving messages is considered inappropriate.

Obscenity. Transmitting obscene messages or pictures is prohibited.

Privacy. Revealing personal address or phone numbers of the user or others is prohibited.

Disruptions. Using the network in such a way that would disrupt the use of the network by other users is prohibited.

Vandalism. Any attempt to alter or destroy data of another user is prohibited.

Other Considerations:

- Be brief.
- Abbreviate when possible.
- Include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and Internet address.
- Post only to groups you know.
- Remember that all network users are human beings. Don't attack correspondents; persuade them with facts.

Blogging Any blog that creates a material and substantial disruption to the educational environment regardless of the origin of the blog is prohibited.

Situations that may amount to a material and substantial disruption include but are not limited to:

A published threat toward a student, teacher, administrator, or other school employee.

Blog postings that call for the violation of laws or school rules.

Students who post on their personal blogs during school time.

Students who use school resources to publish or view a blog that is not school sponsored.

Publishing false statements or rumors about others that can damage reputations and lead to defamation of character.

MISD Consequences

Violation of the Rules of Acceptable Use may result in disciplinary action, possibly including:

- Loss of computer privileges for any length of time, up to the remainder of the school year, as determined by the building principal in consultation with the Technology Department.
- Detentions
- In School Suspension
- Suspension
- Placement at the DAEP
- Expulsion
- Financial responsibility for all costs associated with system restoration including labor, hardware or software repair/replacement, and restoring the integrity of data.
- Criminal charges

The District may suspend or revoke a system user's access to the District's system upon violation of District policy and/or administrative regulations regarding acceptable use.

Termination of employee's account or of a student's access will be effective on the date the principal or District coordinator receives notice of student withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

Disclaimer

The District's system is provided on "as is, as available" basis. The District does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The district does not warrant that the functions of services performed by, or that the information or software contained on, the system will meet the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not the District. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's Electronic Communication System.

EMERGENCY OPERATIONS PROCEDURES

In the event of a fire, tornado, emergency or any other crisis, Mabank ISD will initiate procedures and strategies in accordance with Senate Bill 11. Students are expected to follow posted crisis code procedures and instructions from school administration and classroom teachers for announced evacuations, lock-downs and practice drills in a safe, quiet and orderly fashion.

EMERGENCY SCHOOL CLOSING INFORMATION

In case the school should close due to an emergency situation such as the weather, announcements will be made on radio stations KCKL-95.9, WBAP-820, Channel 5 News, and www.mabankisd.net.

EXEMPTION FROM PHYSICAL EDUCATION

Special needs of students who have physical handicaps, illnesses or other incapacities that a physician deems severe enough to warrant exemption or modified activity in P.E. classes are handled as follows:

1. Physician's statement must be renewed each year.
2. When modified activities are allowed, the student should remain in P.E. class. The P.E. teacher will adjust the activities of the student to the disability based on the doctor's recommendation.
3. A student may be admitted to regular P.E. activities only upon presentation of a written statement from the same physician who signed the original exemption.
4. Students who have religious convictions should not be exempt from P.E. activities, but their convictions are to be respected.
5. A parent note will be required in order for a child to be released from daily activities due to an illness. This note will be honored for 2 days. On the 3rd day a doctor's note is required.

EXTRACURRICULAR ACTIVITIES

A student will be permitted to participate in extracurricular activities subject to the following restrictions:

1. During the first grading period, a student is eligible if the student was promoted at the end of the previous year or the student has successfully completed summer school with a 70 or above average.
2. A student participating in University Interscholastic League (UIL) will be suspended from participation after a grading period in which the student received a grade lower than the equivalent of 70 on a scale of 100 in any class (with the exception of approved honors and GT classes for which U.I.L. eligibility will be based on a grade of 64 or above). This suspension continues for three weeks. The grades will be reviewed at the end of each three-week period. The suspension will be removed if all the student's grades are equal to or greater than the equivalent of 70 (64 or above for aforementioned classes). Students must wait seven calendar days after a three week evaluation period and a six weeks grading period to regain eligibility. A student is allowed up to 10 activity-related absences from a class during a full-year course and 5 absences from a semester class in order to participate in school-related or school-sanctioned activities on or off campus. All UIL activities come under this provision.

Example: Grading period /Three week evaluation ends on Friday at 3:15 p.m. Students shall not regain or lose their eligibility until the following Friday at 3:15 p.m. A student who misses class because of participation in an activity sponsored by a non-approved organization will receive an unexcused absence.

FEES

Students are expected to maintain their own supplies of pencils, paper, erasers, and notebooks, and may be required to pay certain other fees or deposits, including:

1. Club dues.
2. Security deposits.
3. The materials for a class project the student will keep.
4. Personal physical education and athletic equipment and apparel.
5. Voluntary purchases of pictures, publications, class rings, etc.
6. Student accident insurance and insurance on school-owned instruments.
7. Music instrument usage and uniform maintenance.
8. Fees for damaged library books and school-owned equipment.

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age, certain rights with respect to the student's education records. A copy of these rights may be obtained from the campus counselor, The office of Special Programs at 903-880-1390 or at the Mabank ISD website at www.mabankisd.net.

FIELD TRIPS

You will be advised whenever a field trip is planned. You will need to sign the release of liability form and return it to your child's teacher before your child can participate. A phone number where you can be reached must be on the form. No child will be allowed to go on a field trip without written permission from a parent. Parents attending field trips are not allowed to bring other children.

Adults attending field trips must submit a criminal history form each year at least TWO weeks prior to the date of the trip. If a form has not been submitted in time for the field trip or if the adult(s) is not approved, the adult will be unable to attend the field trip. Please understand that even if an adult has paid to go on a field trip, a criminal history background check must be approved in order to attend the field trip.

Students who participate in school sponsored trips shall be required to ride in transportation provided by the school to and from the event. Exception may be made if the student's parent or guardian personally requests that the student be allowed to ride with the parent or presents a written request to the principal the day before the scheduled trip that the student be allowed to ride with an adult designate by the parent. The District shall not be liable for any injuries that occur to students riding in vehicles that are not provided by the school. FMG (Local)

FUNDRAISING

Student clubs or classes, outside organizations, and/or parent groups may occasionally be permitted to conduct fundraising drives. Permission must be acquired from the school administration well in advance of the fundraising event.

GIFTED AND TALENTED STUDENTS

Students may be nominated for the Gifted and Talented Program at any time by teachers, counselors, parents or other interested persons. Letters will be sent to parents to determine if the nominated students are interested in the program. Identification criteria are established by the Board. If a transfer student has been identified as gifted by a previous district, the school committee shall make its determination within 30 school days if placement in Mabank's Gifted and Talented Program is appropriate. Appeals for placement will be reviewed by the MISD Central Review Committee. Policy EHBB (Local).

G/T Identification

The purpose of identification is to determine which students will benefit from the services provided in the program for the G/T students. For each student nominated for identification, the campus selection committee reviews the districts written, board-approved definition of giftedness, as well as the results of any data gathered about the student's abilities, and then determines the student's appropriate educational placement. Mabank ISD mandates that the following procedures will ensure that students from all populations in the district have access to services designed for gifted students.

* Identification provides for ongoing screening and selection of nominated students based on a minimum of three criteria.

These criteria must include both objective and subjective assessments.

* Criteria for nomination: Any one area will qualify for nomination.

1. An 85th percentile or above on any one of the following achievement scores (TAKS 3-8): Math, Reading, Language, and Science
2. A score of 110 or above on Otis-Lennon School Ability Test (OLSAT) in verbal or nonverbal areas
3. Teacher Nomination
4. Self-nomination (grades 7-12)
5. Parent nomination
6. Community nomination

* Consideration must be given to assure that the following groups have not been over-looked during the identification process: Gender or minority group students; Culturally different students; Disabled students; and Economically disadvantaged students who display various types of classroom behavior such as being disruptive, extreme shyness, excessively high energy levels, and short attention span.

GRADING*

Report cards will be issued quarterly, on nine-week grading periods. Progress reports will be issued halfway through each grading period to communicate student progress of academic standards. Additionally, parents and students are encouraged to access online Family Access for constant monitoring of student grading and other school information.

MISD utilizes Standards-Based Grading to convey what students know, understand, and are able to do in regards to pre-determined academic standards. (See www.mabankisd.net for more information)

Grading Scale: A = 90 – 100 B = 80 – 89 C = 70 – 79 F= 0 - 69

Grade Weighting: Summative (tests, projects, essays): 70%; Formative (homework, daily practice): 30%

Students are encouraged and expected to redo assignments and assessments to demonstrate increased levels of understanding. Multiple campus-based strategies have been established to maximize opportunities for students to be successful in the classroom.

**(This policy is currently in the process of revision)*

HAZING

Hazing is a criminal offense involving any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliated with, holding office in, or maintaining membership in an organization.

A person commits an offense if the person:

- Engages in hazing.
- Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing.
- Recklessly permits hazing to occur.
- Has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or has firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the appropriate official of the institution.

HEALTH CLINIC PROCEDURES

A student who becomes ill during school hours is to report to the teacher who will send the student to the clinic. No student is allowed to go home without the parent being notified. Students are not to call parents asking to go home without permission; such calls are to be made from the clinic by the nurse or other school personnel. A nurse is on duty or on call at all times for emergencies.

A. IMMUNIZATIONS

A student must be fully immunized against certain diseases. If the student cannot be immunized for religious convictions or for medical reasons, then documentation must be presented. The school nurse will inform individual students and their parents of any required immunizations. Students who are not immunized or who fail to present the required documents will not be allowed to attend school and the student will be considered truant. This is state law and must be strictly followed.

B. MEDICINE AT SCHOOL

Only those medications that are necessary for a student's medical care will be administered at school. Most medicines that are needed even as often as three times a day can be given at home and should not be sent to school. All medications (prescription or non-prescriptions) will need to be in the original container with instructions as to dosage, time, etc., and accompanied by the Medication at School Consent form signed by the physician. The school does not keep any medicine for general dispensing such as: Tylenol, aspirin, ibuprofen, cough drops, or throat lozenges.

* **Diabetes** – In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse or principal for information.

COMMUNICABLE DISEASES

Parents of students with communicable or contagious disease are asked to telephone the school nurse (887-9340) so that other students who have been exposed to the disease can be alerted. Students with certain diseases are not allowed to attend school while disease is contagious. A physician's return to school note with the diagnosis and plan of care is required for entry into the classroom and for the absence to be excused. This note must be taken to the nurse before the student will be allowed in the classroom.

*** BACTERIAL MENINGITIS - State law requires the District to provide the following information**

WHAT IS MENINGITIS?

Meningitis is an inflammation of the covering of the brain and spinal cord. Viruses, parasites, fungi, and bacteria can cause it. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

WHAT ARE THE SYMPTOMS?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 1 year old) and adults with meningitis may have severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

HOW SERIOUS IS BACTERIAL MENINGITIS?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with permanent disability.

HOW IS BACTERIAL MENINGITIS SPREAD?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes).

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

HOW CAN BACTERIAL MENINGITIS BE PREVENTED?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85 - 90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

WHAT SHOULD YOU DO IF YOU THINK YOU OR A FRIEND MIGHT HAVE BACTERIAL MENINGITIS?

You should seek prompt medical attention.

WHERE CAN YOU GET MORE INFORMATION?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers of disease Control and Prevention: www.cdc.gov and the Texas Department of Health: www.tdh.state.tx.us.

HOMEWORK AND MAKE-UP WORK*

Per MISD Standards-Based Grading policy, homework is an important component of “formative” practice, making up 30% of a student’s grade. Following an absence, students must make-up work that is missed during the absence. A “Lunch Bunch” may be assigned for students to have the opportunity to complete or redo assignments. The student is responsible for requesting make-up work from his or her teachers and for getting those assignments back to the teacher. Full credit may be earned for work missed while absent. Immediately upon return to school, the student should ask teachers for detailed assignments covering the work missed and arrange to complete such make-up work promptly. Students missing school when on a school-sponsored trip are not counted absent, but are required to make up the work missed. Arrangements should be made with each teacher for make-up work before the trip is made.

**(This policy is currently in the process of revision)*

HONORS CLASSES*

To be recommended for honors classes, the following criterion is considered: high academic achievement, teacher referral, and student motivation. For UIL Eligibility purposes, students in honors and GT classes 7th grade Pre-Algebra, Algebra I, and Spanish I will receive a 6-point cushion. Therefore, a student will remain eligible with a failing grade of 64 or higher. All other classes will be subject to regular UIL no-pass/no-play rules. Students at risk of failing honors classes may be rescheduled to a regular class sections. At that time, whatever average has been earned will be adjusted up 6 points upon entry into the regular class. This move will NOT allow the student to regain eligibility. Schedule changes into regular classes will only be made during the first, second, or fourth six weeks.

**(This policy is currently in the process of revision)*

INCOMPLETE GRADES*

In the event a student has an “incomplete” for a grading period, the student must complete assignments, tests, etc., that would clear this “incomplete” by the end of the first week of the next grading period. If the work has not been made up and the student has had the opportunity to do so, a grade will be assigned at the teacher’s discretion with administrative approval.

**(This policy is currently in the process of revision)*

INJURY/EMERGENCY

To insure the safety and welfare of each student while attending school and school related activities, the Student Health Record Form must be completed and returned to the school nurse with current address, home and work telephone numbers, and additional persons for emergency contact with telephone numbers. This form must be signed and dated by the parent/guardian.

This form should be completed with medical history and allergies to medications, drugs, and foods, and the appropriate statement for treatment signed and dated. This is the information that will be given to emergency personnel should it be necessary to contact them.

Please notify the Nurse and the office as soon as possible of any address and telephone number changes.

LIBRARY

The library is open from 7:45 a.m. until 3:45 p.m. Library services can be withheld if the student owes fines or fees. Overdue charges are made at the rate \$0.10 per day per book. It is the responsibility of the student, not the teacher, to return library books. Students who lose or damage library books are expected to pay replacement costs. It is extremely important that students maintain a clear record in the library by taking care of financial obligations as soon as possible. Removing a book from the library without checking it out is considered stealing and will be dealt with as such.

LOCKERS (Athletic)

Athletic lockers remain under the jurisdiction of the school even when assigned to an individual student. The school reserves the right to inspect all lockers. A student has full responsibility for the security of their own locker (no sharing allowed) and is responsible for making certain that it is locked and that the combination is not available to others. Locker searches may be conducted at any time there is a reasonable cause to do so, whether or not the student is present. The school is not liable for items that are stolen or lost at school, but the school will assist in the effort to locate such items.

LOST AND FOUND

Items lost or found at school will be placed in a box in the ISS room (114). Periodically, unclaimed clothing items will be donated to community resource centers. The school is not liable for items that are stolen or lost at school, but the school will assist in the effort to locate such items.

NATIONAL JUNIOR HONOR SOCIETY

Election to the National Junior Honor Society is based on scholarship, service, leadership and character. A seventh or eighth grade student who has attended Mabank Junior High School for one six-weeks grading period, who maintains an overall 90 grade average and whose citizenship is satisfactory is eligible to be considered for election to the National Junior Honor Society.

PARENTAL INVOLVEMENT AND RESPONSIBILITIES

Education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. The school asks parents to:

1. Sign and return to the school the Acknowledgment Form from this handbook and additional forms from individual teaching teams and other organizations.
2. Encourage their children to put a high priority on education and to commit them to making the most of the educational opportunities the school provides.
3. Stay informed on school activities and issues. Talk to your child about the school activities.
4. Participate in parent organizations and attend school related events. Monitor your child's progress and contact teachers as needed.
5. Conferences may be arranged by contacting the school office.

PEST CONTROL INFORMATION

The District periodically applies pesticides inside buildings. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child(ren's) school assignment area may contact the maintenance department at 903-887-9387.

PHYSICAL RESTRAINT

Any district employee may, within the scope of the employee's duties, use and apply physical restraint to a student if the employee reasonably believes restraint is necessary in order to:

1. Protect a person, including the person using physical restraint, from physical injury.
2. Obtain possession of a weapon or other dangerous object.
3. Protect property from serious damage.
4. Remove a student refusing a lawful command of a school employee from a specific location, including a classroom or other school property, in order to restore or to impose disciplinary measures.
5. Restrain an irrational student.

PLEDGE OF ALLEGIANCE – MOMENT OF SILENCE

The 78th Legislature mandated that each school district shall require students during each school day at each school in the district to recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas state flag. In addition, each school is required to provide for the observance of one minute of silence following the recitation of the pledges of allegiance. During the one-minute period, each student, may, as the student chooses, meditate or engage in any other silent activity that will not interfere with or distract another student. All Mabank ISD schools will observe this mandate. All students are required to be respectful during the pledges and moment of silence.

PRAYER

The school recognizes a student's right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt the instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

***Celebrate Freedom Week** – State law requires students in social studies classes in grades 3-12 to annually recite a portion of the text of the Declaration of Independence unless you provide a written statement requesting that your child be excused. (Policy EHBK)

PROMOTION AND RETENTION

In grades 4-8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in language arts and mathematics and in science or social studies.

RELEASE FROM SCHOOL

Every effort must be taken to make sure a student attends the entire school day. A student will not be released from school at times other than regular dismissal hours. A parent, guardian, or an individual (photo ID required) listed on the student's information sheet may check out their student through the office. The student to be dismissed will be called to the office by school personnel.

REPORT CARDS AND PROGRESS REPORTS

Communication between the home and the school is a necessity. The grade reporting system is established in order that the parents may be informed of the progress of their child. Since grade reporting does not detail all the facts concerning student progress, parents are encouraged to visit the school to discuss their child's performance with teachers, principals, and/or counselors. Written reports of student grades and absences are issued to parents at least once every six weeks. After the end of the third week of each six weeks, progress reports will be made and issued. This report will be given to help students and their parents become aware of the academic progress of the student, therefore promoting academic communication between the school and the student and encouraging improvement for the remaining three weeks of the six-week period. Parents may check the school calendar on the back cover of this handbook for dates that progress reports and report cards will be issued. Report cards and progress reports must be signed and returned within 3 school days. Students and parents are encouraged to utilize the MISD Online Family Access at www.mabankisd.net for up to date academic progress reporting.

SATURDAY SCHOOL

Saturday school is from 8:00 until 2:00. Students are required to bring their own lunch. Lunch will not be provided. A late arrival will result in being denied entry, and the student will lose an opportunity to make up missed time. If a Saturday school has been assigned to a student for disciplinary reasons, and the student fails to complete an assigned day, alternative disciplinary action may be implemented by a school official.

SCHEDULE CHANGE PROCEDURE

Step 1: The student will pick up a schedule change form from the office and fill it out completely.

Step 2: The change form will require signatures from teachers, parents, and students.

Step 3: The completely filled out form, with appropriate signatures, must be turned in to the office no later than the 2nd Friday of the first semester.

Step 4: All changes must be approved by the principal before a new schedule is made and given to the student and teachers.

SCHOLARSHIP IMPROVEMENT

1. Regular, daily school attendance is very important to the success of all students.
2. Have an alert and positive, cooperative attitude in class.
3. Keep social activities on school nights to a minimum.
4. Observe the following suggestions for developing study habits:
 - a. Have scheduled study hours and a routine place for study. Study while the mind and body are fresh.
 - b. Have proper conditions for study and have materials close at hand. Study in a quiet room.
 - c. Study your most difficult material when you find your mind most alert.
 - d. It is difficult to study for lengthy periods of time without a break. Have more than one period of study.
 - e. Understand the requirements of each assignment and do your best for achievement.
 - f. Study the lesson as a whole; then review and isolate the main points and concepts for understanding.
 - g. Review for mastery and understanding of each lesson.
 - h. Work for improved understanding of the subjects and the application of your studies to your life and education.

SCHOOL BUSES OR OTHER VEHICLES

The Mabank ISD Transportation Department provides a School Bus Manual that outlines student expectations and conduct while traveling on school transportation vehicles. While traveling on school transportation, students are also expected to abide by the student code of conduct. All student violations are subject to disciplinary actions and may result in the loss of transportation privileges. Students may only ride their assigned bus unless an emergency need arises, requiring a parent note with approval from the transportation department for a student to ride a different bus. MISD Transportation office can be reached at 903-880-1690.

BUS RIDER'S SAFETY

General Safety Rules

1. Obey the instructions of the bus driver/monitor. At no time will a student act, or address comments to a bus driver/monitor in a disrespectful manner, or refuse to cooperate with the driver/monitor.
2. Board and leave the bus at designated stops only.
3. Only students who are eligible to ride may be transported and must ride their assigned bus.
4. It is the responsibility of the parent to provide transportation to school if a child misses the bus. We recommend that you have an alternative plan with your child if this occurs.

Procedure for waiting for the Bus

1. Be at your bus stop five minutes before scheduled pick-up time. Driver will not wait, or honk.
 2. Stand on the sidewalk or back from the roadway while waiting for the bus.
 3. When the bus approaches, form a line and be prepared to load immediately.
 4. Stand clear of the bus until it comes to a complete stop.
 5. If you miss the bus, immediately go to your alternative plan.
1. Parents should instruct their children on what procedures to follow if the bus is missed.
 2. Students will abide by the individual school's rules and regulations concerning bus students, including conduct and dress code.

Loading the Bus

1. Do not push or shove.
2. Use the handrail and steps.
3. Go to your seat. Sit down as soon as possible.

Getting off the Bus

1. Stay seated until the bus is completely stopped.
2. Use the handrail and take one step at a time when leaving the bus.
3. Wait for your turn to leave the bus, pushing and crowding will only slow exiting, and may cause an accident.
4. Stay clear of the bus when the engine is started, do not chase or hang on to the bus at any time.
5. If any article drops or rolls near or under the bus, do not go after it. Go to the door of the bus and ask the driver for help.

Crossing the Street or Highway

1. All students living on the left side of the roadway shall exit the bus and move to a point 10 to 12 feet in front of the right bumper and wait for the driver to signal that it is safe to cross.
2. Check in both directions and walk directly across the road.
3. Never cross the road behind the bus.
4. **Caution!** Be alert for the vehicles that do not stop when the bus is loading or unloading.

Conduct on the Bus----Riding a school bus is a privilege provided by the school district and should be treated as such.

1. The driver/monitor has the same authority, responsibility, and concern over each child who rides the bus as a teacher has in the classroom. Students must obey the driver/monitor promptly.
2. Each student will have an assigned section on the bus. The driver or monitor will make this assignment. For disciplinary reasons, the driver/monitor has the authority to assign a specific seat on the bus.
3. Each student will be expected to remain seated for the duration of the trip and remain seated until the bus comes to a complete stop.
4. Students will not be allowed to eat on the buses.
5. Throwing trash or other debris on the floor is prohibited.
6. Students shall not extend any part of the body, clothing, or other articles out of the window of the bus.
7. No articles of any kind shall be thrown, pitched or shot within the bus or out of the window.
8. Students shall not carry or consume intoxicating beverages or drugs of any kind on the bus.
9. Scuffling, fighting, and the use of obscene, vulgar, or profane language or gestures are forbidden.
10. At no time will a student act or address comments to a driver/monitor in a disrespectful manner, or in any manner harass or distract the driver.
11. Students shall not write upon, disfigure, or destroy any part of the school bus. Any damage to the bus should be reported at once to the driver. Any damage to a bus is chargeable to the parents of the student responsible for the damage.
12. Students shall not carry weapons, knives, fireworks, or any other article not allowed on school property.
13. Animals shall not be carried on the school bus.
14. Students shall not yell, scream, or whistle while on the bus. Outside of ordinary conversation, classroom conduct is to be observed.
15. Students should always be at their designated stop when the bus arrives. The driver will not wait on students who are habitually late.
16. After boarding a bus either morning or afternoon, a student will not be allowed to leave the bus until their designated stop.
17. When entering or leaving the bus, students shall follow the instructions of the driver/monitor who care for the safety of the students.
18. The emergency door will not be used except for emergencies.
19. A student creating problems for the bus, while loading or unloading, will be reported to an administrator who will administer discipline.
20. Parents of students should share with the school officials the responsibility for student conduct at bus stops until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.
21. Students who damage property or misbehave in such a manner that the safety and welfare of others is jeopardized may be subject to being suspended from school.

Prohibited items

1. Tobacco
2. Live animals or insects
3. Glass containers
4. Alcoholic beverages
5. Weapons, explosive devices, harmful drugs or chemicals
6. Any object too large to be carried by the student. All other items must be kept on the student's lap at all times.
7. Matches or cigarette lighters.
8. Food or drinks (no eating or drinking on the bus is permitted)

Accidents or Emergencies

1. Follow the driver's instructions.
2. If you must leave the bus, stay in a group.
3. The following procedures will be used for evacuation in an emergency situation:
 - a. The student nearest the door will open the door and hold it open.
 - b. Leave the bus in a single file as quickly and quietly as possible. Leave all personal items on the bus. (books, bags, handbags, Etc)
 - c. Evacuation will start with the seat closest to the door.
 - d. Once outside the bus, follow the driver's instructions completely.

Extra Curricular Trips

1. Bus rider rules apply to all school- sponsored events.
2. Discipline will be the responsibility of the building principal and the trip sponsor.
3. The bus must be clean when returning from the trip.

Bus Discipline

The school bus is an extension of the classroom. The transportation department will administer discipline. If necessary the transportation director will seek assistance of principals and/or resource officer. All misconduct will be documented and shared with parents and/or guardian prior to removal from the bus. All school board policies that apply to student conduct and other student related activities apply to the school bus. **Note: WHEN A STUDENT IS SUSPENDED FROM ONE BUS, HE/SHE IS SUSPENDED FROM ALL BUSES.**

A parent conference may be called at any time with the transportation director and/or bus driver, should serious misconduct occur.

PARENTS:
IMPORTANT SCHOOL BUS SAFETY ALERT

**HELP US PROTECT YOUR CHILDREN
AS THEY TRAVEL TO AND FROM SCHOOL**

Certain types of children's clothing can create a hazard for your child getting off the school bus. Especially dangerous are:

- * **Long, dangling jacket or sweatshirt drawstrings**
- * **Long backpack straps**
- * **Long scarves or other loose clothing**

In recent years, a number of children across the U.S. have had their clothing caught as they exited the bus. Several of these children were dragged by the bus and then killed when the bus ran over them.

Please take time to check your children's clothing
to make sure it's safe.

- * Stay away from the **DANGER ZONES** around the bus.
- * Don't try to pick up something dropped near the bus. The driver might not see you.
- * Remember other motorists don't always stop for a stopped school bus.
- * **USE EXTREME CAUTION** when getting on or off the bus.

**SCHOOL BUS SAFETY IS A TEAM EFFORT
NOTHING IS MORE IMPORTANT THAN A
CHILD'S LIFE!**

SCHOOL RECORDS

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students at the assigned school. The superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the district, of cooperatives of which the district is a member, or facilities with which the district contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are: working with the student, considering disciplinary or academic actions, the student's case, and Individual Education Plan (IEP) for a student with disabilities under IDEA or an individually designed program for a student with disabilities under Section 504, compiling statistical data; or investigating or evaluating programs.

Certain officials from various governmental agencies may have limited access to the records. The district forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students after they are no longer students in the district, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to parents or students.

A student over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the records, the requester has the right to a hearing. If the records are not amended as a result of the hearing, the requester has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with the law regarding student records.

Copies of student records are available with advanced notice. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures; or (4) when the district is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about District students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the Registrar, within ten school days after the issuance of this notice. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended. The district's complete policy regarding student records is available from the principals or superintendent's office.

SCHOOL SPONSORED EVENTS

The rules of student conduct and dress code will be observed and enforced at school-sponsored events. School disciplinary procedures will apply to all school events. Failure to comply may result in loss of attendance/privileges to future events.

SCHOOL RESOURCE OFFICER

In order to assist the district in providing a safe and secure learning environment, as well as offer additional instructional and counseling support, a uniformed police officer will be available to the Junior High School campus. This assignment is the result of a cooperative agreement between the city and the school district.

SCHOOL TELEPHONE

Because of the tremendous amount of essential business transacted over the school telephones, students are requested not to ask for use of the telephone except in extreme emergencies. In the event a student receives a phone call in the office, the student will be called out of class only in an extreme emergency. Phone messages can be delivered by office personnel and **students may return important phone calls during lunch and after school until 3:45 in the office. Any messages to students involving change in transportation plans need to be phoned in to the office no later than 1:30PM to assure the delivery of the message to student.**

SEARCH

When school officials have reasonable cause to believe that a student possesses an object in violation of campus rules and that the possession thereof constitutes an immediate threat to the welfare and safety of other students or to the order and discipline of the school, that official shall have the right to make a reasonable search of the student or the student's property. In the interest of security and student safety, trained dogs periodically search the premises.

SECURITY CAMERAS

Students and parents should be aware that cameras have been installed throughout the building for additional security purposes. Administration will review video routinely and document student conduct. Discipline will be in accordance with the Student Code of Conduct. *Note: Educational privacy laws (FERPA) limit video reviews to school administration.*

SEMESTER EXAMS

Students in the 7th grade are required to take semester exams in all core subjects. Students in 8th grade take all semester exams. Students who fail to take exams due to serious illness or death in the family will receive consideration for a later exam date.

SEXUAL HARASSMENT

The district believes that every student has the right to attend school and school-related activities free from all forms of discrimination on the basis of sex, including sexual harassment. The district considers sexual harassment of students to be serious and will consider the full range of disciplinary options, up to and including expulsion, according to the nature of the offense.

All students are expected to treat one another courteously and with respect for the other person's feelings. Students are to avoid any behaviors known to be offensive and to stop these behaviors when asked or told to stop. All students are prohibited from engaging in offensive verbal or physical conduct of a sexual nature directed toward another student. This prohibition applies whether the conduct is by word, gesture, or any other intimidating sexual conduct, including requests for sexual favors that the other student regards as offensive or provocative. Students and/or parents are encouraged to discuss their questions or concerns about these expectations with the teacher, the principal, or assistant principal.

Allegations or complaints of sexual harassment or sexual abuse by another person may be presented by students and/or parents to the principal or assistant principal. The first conference with the student will be held by a person who is the same gender of the student. The conference will be scheduled and held as soon as possible within 5 days of the request. The student will not be required to present a complaint to a person who is the subject of the complaint. The principal or assistant principal will coordinate an appropriate investigation, which will be completed within 10 days. The student or parent will be informed if extenuating circumstances delay completion of the investigation.

SKATE BOARDS/SKATES

Skateboards and skates are not allowed on campus.

SOCIAL ACTIVITIES

The rules of good conduct and grooming shall be observed for school events. Guests will be expected to observe the same rules as students. The person inviting the guest will share responsibility for the conduct of the guest.

SPECIAL PROGRAMS

Options and Requirements For Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards-Rights of Parents of Students with Disabilities*.

Contact Tina Tompkins at 903-880-1390
regarding options for a child experiencing learning difficulties or a referral for evaluation for special education.

STATE ASSESSMENT

Students at certain grade levels will take assessment tests (such as TAKS) in the following subjects, as well as routine testing and other measures of achievement:

- Mathematics, annually in grades 3-7 without the aid of technology and in grades 8-11 with the aid of technology on any assessment test that includes algebra
- Reading, annually in grades 3-9
- Writing, including spelling and grammar, in grades 4 and 7
- English Language Arts in grade 10
- Social Studies in grades 8 and 10
- Science in grades 5, 8 and 10

SUMMER SCHOOL

Mabank ISD offers an optional summer enrichment program designed to enhance student academic learning and improve state assessment strategies. Parent information will be distributed during the last six-weeks of the school year for summer school registration.

SURVEYS

From time to time, students at Mabank Junior High School are asked to participate in surveys. If you do not want your child to participate, please notify the school in writing.

TAKS REMEDIATION

Students, who do not pass all sections of the state assessments, may be required to participate in remediation. Remediation will take place before/after school. In some cases a student may be enrolled in remediation classes instead of an elective course.

Students who fail benchmark assessments are subject to being removed from elective courses and placed in remediation courses.

TARDY POLICY

Tardies are cumulative for each 9-week grading period and will be counted per class period. Every 3 tardies in a class will constitute an entire day's absence in that class. Disciplinary action will be taken through the assistant principal's office, ranging from teacher detention, lunch detention, principal detention, and Saturday School assignment.

TEXTBOOKS

All textbooks are on loan to students for their use during the school year. Textbooks are to be kept clean and handled carefully. A student's name and issuing teacher's name or initial shall be written inside the front cover in ink. Books are to be properly covered at all times. A lost or stolen book must be paid for prior to the student receiving another one. If a book is recovered after being paid for, the student may receive a refund upon presenting the receipt issued at the time of payment.

TITLE 1

Each Title I, Part A, campus provides to each individual parent information on the parent's right to request information regarding the professional qualifications of his/her child's classroom teacher.
[P.L. 107-110, Section 1111(h)(6)(A-B)]

TRUANCY

Truancy is defined as not being in the assigned location at the assigned time. Truancy will be considered a serious offense and could result in an alternative educational placement and/or possible legal action.

TUTORING

In accordance with the Texas Education Code, a tutorial program is offered at MMS. The tutorial program is designed to assist those students who are achieving below expectations and a student may be required to attend tutorial sessions. We strongly recommend that parents encourage their children to participate in the tutorial program.

VANDALISM AND PROPERTY DAMAGE

Students who destroy or vandalize school property will be required to pay for losses or damages. Students who willfully destroy school property are subject to suspension and possible arrest. If a student accidentally damages school property, the student should report the damage to a teacher or the school office immediately.

VISITORS

Parents and visitors are welcome to visit the school. All visitors must first report to the school office. Visits to individual classrooms during instructional time are permitted only with the principal's approval, and such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Trespassing on school premises is strictly prohibited in accordance with Section 37.107 of the Texas Education Code.

WITHDRAWAL FROM SCHOOL

Students withdrawing from public school must be withdrawn by the parent/legal guardian, and in person. Please notify the Junior High School Registrar/Attendance Clerk to make arrangements for withdrawal.

Parent Involvement Policy Development

The Mabank ISD SBDM Committee is comprised of parents, members of the community, teachers, a campus level administrator, and the district superintendent or designee. This committee will discuss the design and implementation of the Mabank ISD Parent Involvement Policy.

The SBDM Committee will actively recruit volunteers for the advisory committee through various avenues of publicity. Committee selections will produce a diverse parent population that will include all student groups serviced by the district. Meetings will be planned at convenient times and locations for all members of the committee.

Annual Meeting for Title I Parents/Caregivers

Mabank ISD uses Title I funds to provide school-wide services for all students. Mabank ISD will hold at least one meeting annually to review Title I guidelines and services offered through the district. Copies of the district's current Parent Involvement Policy and the Mabank ISD Parent-Student Compact (distributed through student handbooks) will be reviewed at the meeting. Parents will be encouraged to become involved in the revising and updating of the policies necessary and parent volunteers will be recruited for the various district committee appointments.

The meeting will be held at a convenient time and location; notice of the meeting will be provided through written invitations to parent/caregivers (campus newsletter and/or take home notes) and through public notices.

Parent-Student Compacts

In accordance with Title I regulations, each Mabank school will be required to develop and annually update a parent-student compact. This compact will provide an outline to enable the school and parents/caregivers to share responsibility for student performance and success. This compact explains how students, parents/caregivers, and staff will share responsibility for promoting student achievement.

The compacts are designed so that both the student and his/her parents can sign the compact. Students and parents are encouraged to discuss the contents of the compact; they are also encouraged to sign that they are in agreement with the compact and return them to the school. NOTE: Parents and/or students are not required to return the compacts to the school.

Parental Involvement Opportunities

Mabank ISD will support many varied ways of parental involvement as it strives to develop and maintain an optimum learning environment for all students:

- Spanish translators will be provided for parents when needed.
- Information will be provided in Spanish when needed.
- Parents may contribute through volunteer programs.
- Parents may contribute by creating a supportive home environment.
- Parents are invited to participate in parent-teacher conferences.
- Parents are invited to help plan and conduct parties and field trips.
- Parents may participate by attending school meetings (PTO, Title I, planning sessions, and student programs).
- Parents are invited to serve on committees.
- Parents are surveyed to get their input about school.
- Parents are invited to participate in planning meetings.
- Parents are invited to eat meals with their children.

Staff and Parent Communication

Parents/caregivers will be informed of school activities through various avenues of communication throughout the school year; they will be consulted in the design, development and implementation of the Title I program. Parents will be invited to participate in workshops and staff development programs will be tailored to meet the unique student and parental needs of the Mabank ISD community.

Newsletters, teacher notes, the school marquee, conferences, personal contacts, phone calls, written notices and the Mabank ISD Website at www.mabankisd.net will be used to establish and maintain open lines of communication with parents/caregivers.

Mabank ISD staff members will be trained in positive communication activities as well as effective ways to work with parents, students, and members of the community. Teachers and administrators will maintain a record of parent contacts throughout the school year.

At the beginning of each year, each teacher will communicate the learning goals and objectives to parents of each of their students. All students will be expected to work toward mastering these goals and objectives. Mabank ISD recognizes the fact that some students will need modifications, accommodations, and/or extra assistance to achieve their full potential; these will be provided to students through the Title I Program and/or other educational services offered throughout the district or through district contacts.

In addition per NCLB Compliance:

- Parent's have the right to request information regarding the professional qualifications of his/her child's classroom teachers.
- Parents will be provided information on the level of achievement of the parent's child in each of the required state academic assessments.
- Parents will be notified in a timely manner if their child is taught for four or more consecutive weeks by a teacher who is not highly qualified.

Evaluation

The SBDM Committee will review and evaluate all aspects of the parent involvement program. Parent surveys including questions about the effectiveness of the program will be distributed and the results tabulated. Teacher surveys and teacher contact records will be used to determine the number and kind of interaction between schools and parents. The SBDM Committee will revise the district Parent Involvement Policy based on the results of the annual review.

Mabank Independent School District
310 East Market St.
Mabank, Texas 75147
903/880-1300

August 2011

Dear Parents:

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the schools have made preparations to respond effectively to such situations.

Should we have a major disaster during school hours, your student(s) will be cared for at this school. Our School District has a detailed emergency operations plan which has been formulated to respond to a major catastrophe.

Your cooperation is necessary in any emergency.

1. Do not telephone the school. Telephone lines may be needed for emergency communication.
2. In the event of a serious emergency, students will be kept at their schools until they are picked up by an identified, responsible adult who has been identified as such on the MISD emergency card which is required to be filled out by parents at the beginning of every school year. Please be sure you consider the following criteria when you authorize another person to pick up your child at school:
 - He/she is 18 years of age or older.
 - He/she is usually home during the day.
 - He/she could walk to school, if necessary.
 - He/she is known to your child.
 - He/she is both aware and able to assume this responsibility.
3. Turn your radio to WBAP 820 AM, KCKL 95.9 FM, K00I 106.5 FM, or KLTU 94.9 FM for emergency announcements. If students are to be kept at school, radio stations will be notified. If electrical service is not affected, information will be relayed via the School District cable on KXAS Channel 5, KLTU Channel 7, WFAA Channel 8, KDFW Channel 4. In addition, information regarding day-to-day school operations will be available by calling the District Office.
4. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.

Students will be released only to parents and persons identified on the School District Emergency Card. During an extreme emergency, students will be released at designated reunion located on campuses. In the event that MISD Superintendent issues a campus evacuation order, students will be transported by MISD school buses to a designated safe location. Parents should become familiar with the School Emergency Disaster Plan and be patient and understanding with the student release process. Please instruct your student to remain at school until you or a designee arrives.

The decision to keep students at school will be based upon whether or not streets in the area are open. If this occurs, radio stations will be notified. In the event that a natural disaster takes place during the time that students are being transported, students will be kept on the bus and the driver will ask for assistance through radio contact with the school and district personnel. Any child who is home waiting for the bus will not be picked up (if roads are impassable) and remains the responsibility of the parent or guardian. In the event a natural disaster occurs in the afternoon, the driver will make every attempt to continue delivering the students to their homes. Should road conditions prevent the driver from delivering students to their home or to school in the morning, the students will be delivered to the nearest school site and that school will communicate with the home school to inform them of the students' whereabouts.

In case of a hazardous release event (chemical spill) near the school area, Shelter-in-Place procedures will be implemented to provide in place protection. All students and staff will clear the fields, report to their rooms and all efforts will be made to prevent outside air from entering classrooms during the emergency. Please discuss these matters with your immediate family. Planning ahead will help alleviate concern during emergencies.

Sincerely,

Russell D. Marshall, Ed.D.
Superintendent Mabank ISD

Mabank ISD Parent Involvement Policy

Statement of Purpose

Mabank ISD is dedicated to providing a quality education for every student in our district. To accomplish this objective, the district will develop and maintain partnerships with parents/caregivers, patrons, and community members: moreover, the district will involve parents/ caregivers in all aspects of the various local, state, and federal programs officered in Mabank schools. The district believes that establishing and maintaining open lines of communication will expand and enhance learning opportunities and create the best learning environment for every child.

Parent Involvement Policy Development

The Mabank ISD SBDM Committee is comprised of parents, members of the community, teachers, a campus level administrator, and the district superintendent or designee. This committee will discuss the design and implementation of the Mabank ISD Parent Involvement Policy.

The SBDM Committee will actively recruit volunteers for the advisory committee through various avenues of publicity. Committee selections will produce a diverse parent population that will include all student groups serviced by the district. Meetings will be planned at convenient times and locations for all members of the committee.

Annual Meeting for Title I Parents/Caregivers

Mabank ISD uses Title I funds to provide school-wide services for all students. Mabank ISD will hold at least one meeting annually to review Title I guidelines and services offered through the district. Copies of the district's current Parent Involvement Policy and the Mabank ISD Parent-Student Compact (distributed through student handbooks) will be reviewed at the meeting.

Parents will be encouraged to become involved in the revising and updating of the policy as necessary and parent volunteers will be recruited for the various district committee appointments.

The meeting will be held at a convenient time and location; notice of the meeting will be provided through written invitations to parent/caregivers (campus newsletter and/or take-home notes) and through public notices.

Parent-Student Compacts

In accordance with Title I regulations, each Mabank school will be required to develop and annually update a parent-student compact. This compact will provide an outline to enable the school and parents/caregivers to share responsibility for student performance and success. This compact explains how students, parents/caregivers, and staff will share responsibility for promoting student achievement.

The compacts are designed so that both the student and his/her parents can sign the compact. Students and parents are encouraged to discuss the contents of the compact; they are also encouraged to sign that they are in agreement with the compact and return them to the school. NOTE: Parents and/or students are not required to return the compacts to the school.

Parental Involvement Opportunities

Mabank ISD will support many varied ways of parental involvement as it strives to develop and maintain an optimum learning environment for all students:

- Spanish translators will be provided for parents when needed.
- Information will be provided in Spanish when needed.
- Parents may contribute through volunteer programs.
- Parents may contribute by creating a supportive home environment.
- Parents are invited to participate in parent-teacher conferences.
- Parents are invited to help plan and conduct parties and field trips.
- Parents may participate by attending school meetings (PTO, Title I, planning sessions, and student programs).
- Parents are invited to serve on committees.
- Parents may complete an online survey www.mabankisd.net to get their input about school functions, programs, and funding
- Parents are invited to participate in planning meetings.
- Parents are invited to eat meals with their children.

Staff and Parent Communication

Parents/caregivers will be informed of school activities through various avenues of communication throughout the school year; they will be consulted in the design, development and implementation of the Title I program. Parents will be invited to participate in workshops and staff development programs will be tailored to meet the unique student and parental needs of the Mabank ISD community.

Newsletters, teacher notes, the school marquee, conferences, personal contacts, phone calls, written notices and the Mabank ISD website at www.mabankisd.net will be used to establish and maintain open lines of communication with parents/caregivers. Parents can go to the MISD website or <http://ritter.tea.state.tx.us/accountability.html> for accountability ratings for Mabank ISD.

Mabank ISD staff members will be trained in positive communication activities as well as effective ways to work with parents, students, and members of the community. Mabank ISD will maintain a record of parent contacts throughout the school year.

At the beginning of each year, each teacher will distribute the learning goals and objectives to parents of each of their students. All students will be expected to work toward mastering these goals and objectives. Mabank ISD recognizes the fact that some students will need modifications, accommodations, and/or extra assistance to achieve their full potential; these will be provided to students through the Title I Program and/or other educational services offered throughout the district or through district contacts.

Evaluation

The SBDM Committee will review and evaluate all aspects of the parent involvement program. Parent surveys including questions about the effectiveness of the program will be distributed and the results tabulated. Teacher surveys and teacher contact records will be used to determine the number and kind of interaction between schools and parents.

The SBDM Committee will revise the district Parent Involvement Policy based on the results of the annual review.

QUESTIONS MOST FREQUENTLY ASKED BY STUDENTS AND PARENTS

1. What is the Disciplinary Policies and Procedures Plan? Why do we have this discipline system?

The Disciplinary Policies and Procedures Plan is designed to ensure that every student can receive a quality education in an orderly, safe, and well-managed classroom setting. It is the primary job of the school district to teach students in an atmosphere which is free from disruptions or inappropriate behaviors. In this atmosphere, the best learning will take place.

The Disciplinary Policies and Procedures Plan provide a uniform set of behavior guidelines and consequences for all students in all grades of the high school. The Texas Legislature passed a law known as Senate Bill 1 in 1995 which require every school district in Texas to develop a discipline management system which consists of rules and consequences.

2. Why can two students receive different consequences for the same act of misbehavior?

It is correct that in a system of progressive discipline two students who have committed the same offense may receive different disciplinary consequences. The reason for this is that one student may be a first-time offender, having no previous record of misbehavior, while the other student may be a repeat-offender, requiring more progressive disciplinary consequences.

Under the progressive discipline plan at a lower level may automatically progress to a consequence from a higher level.

Every student's behavior record and behavior progress is unique and individual. Therefore, two students who may have actually committed the same offense together may receive a very different disciplinary consequence.

3. Who has the authority to decide which consequence is given to the student after an act of misbehavior?

The classroom teacher, assistant principal, and the school principal have the legal authority and responsibility to assign an appropriate consequence for a student's misbehavior. School officials may confer with a parent before assigning a consequence, depending upon the severity of the behavior and consequence. The staff of the school, the assistant principals, and the principal will follow the guidelines set forth in the Student Code of Conduct and the Behavior Management Plan to ensure that an orderly educational atmosphere exists for all students.

4. What are the responsibilities of the students, the parents, and the school staff?

Students, parents, and the staff of each school share the responsibility to work together in cooperation to ensure that appropriate student behavior occurs.

The school staff has a legal and moral obligation to all students to provide an educational atmosphere where every student can learn, unhindered by inappropriate behaviors that infringe upon his/her right to learn. Moreover, the school staff has the responsibility to treat all students fairly and equitably and to select appropriate disciplinary consequences for each individual student when an infraction occurs.

5. What is the discipline that was given to another student? Why can't I know?

Often, parents become frustrated because they want to know what disciplinary action was given to a student other than their own child. School authorities, however, are not allowed, under law, to reveal any type of personal and confidential information in either academic or disciplinary areas to anyone other than the student's parent or legal guardian. While it may be frustrating for a school official to not be able to offer specific information on how another student was disciplined, parents can be assured that the other student's parents will be informed of the misbehavior, and that appropriate action will be taken.

The confidentiality provisions of the law are in place to protect the rights of every child as an individual.

6. Explain the confidentiality of students discipline records.

Student records are governed by federal statute, the Family Educational Rights and Privacy act (FERPA, also known as the Buckley Amendment.) FERPA limits access to a student's records by anyone other than the student himself, his parents, and anyone else who may have a "legitimate educational interest, including teacher and administrators. Parents and students have the right to request that their records not be released to anyone without permission. These rights can be knowingly and voluntarily waived, i.e. for recommendations to colleges, employment, etc. The U. S. Secretary of Education and the Texas Education Agency are granted an exception to review students' records while conducting investigations of the school district. Only a valid court order, such as a divorce decree or an order terminating parental rights, on file with the District will prohibit an authorized person from obtaining access to a student's records

7. What are my student's rights in the discipline process?

The student's rights in disciplinary matters depend on the severity of the punishment. For example, a student receiving discipline (i.e. detention hall or in-school suspension of three days or less) that allows the student to receive educational services on the school campus has no right to have the principal's discipline management technique reviewed prior to its implementation. However, certain disciplinary actions can result in the invoking of a student's due process of law rights.

8. Is there a separate set of rules for students who ride a school bus?

Yes, there is also a set of behavior rules for all students who ride a MISD bus. The school bus is a unique setting, where misbehavior can lead to safety problems for the driver and other students. The rules/regulations for bus riders specify areas not necessary for the classroom/campus setting; however, the Student Code of Conduct is not replaced by it. Because the Disciplinary Policies and Procedures Plan applies to students at any and all school related activities, both apply to the bus riders.